

CHAPTER 6

OFFICIAL AND PERSONAL MAIL

6000. Purpose. u. This chapter establishes customs procedures for official and personal matter mailed at military post offices outside the CTUS to civilian and official addresses within the CTUS.

b. The procedures in this chapter do not apply to matter mailed from the CTUS to military post offices outside the CTUS, or from one overseas military post office to another overseas military post office. Procedures for the prevention of the trafficking of contraband in these channels are covered in appropriate Service, unified command, and US Postal Service regulations.

c. In addition, this chapter outlines the scope of 19 U.S.C. 1321 and customs regulations for the free entry of gifts not exceeding \$10 in value (\$20 from the US Virgin Islands, American Samoa, and Guam),

6001. Explanation of terms. a. *Military Post Office*. A branch of a designated US civil Post Office established by authority of the US Postal Service, and activated and operated by one of the military departments to serve members of the Armed Forces. The term includes Army, Air Force, Navy, and Marine Corps post offices.

b. *Official mail*. Any matter mailed under the "Postage and Fees Paid" indicia or official matter mailed with postage affixed.

c. *Personal mail*. All prepaid mail, free mail, and business reply mail entered into a military post office by an individual or nonmilitary organization-authorized the use of such facilities.

6002. Official mail. a. Heads of DOD component activities at all levels are responsible for ensuring that matter mailed under official indicia is free of contraband.

b. Commanders at all levels will review their procedures to ensure that stringent controls are implemented to prevent the use of official mail for the mailing of contraband:

c. Military postal personnel will conduct selective examination of official matter, other than first class and priority mail entered into postal channels, to ensure that no contraband is contained therein. Particular attention will be given to official mail addressed to civilian addresses and to individuals by name at official addresses. Suspect official first class mail will not be examined, but will be returned to the commander for verification of mailability. If the return address on such mail is inadequate, it will be sent to the US Customs Service for examination as provided by paragraph 6003c, provided it is addressed to a point in the CTUS.

d. Official mail will be accepted at military post offices solely from individuals recognized as authorized agents or unit mail clerks of an organization or activity. Mail, other than ordinary letters, entered into a military post office by other channels, will be returned to the origin activity or organization for verification of its authenticity.

e. Official mail, other than first class, which on examination is found to contain contraband, will be turned over to the appropriate Service investigative agency, and a descriptive receipt will be obtained.

f. Official mail being transmitted between military post offices and the CTUS under "the indicia requires no customs declaration forms or additional indorsements. Official matter mailed with postage affixed, as distinguished from the indicia, will not bear customs declaration forms, but will be indorsed "Contents for

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Official Use-Exempt from Customs Requirements." Personal property entered as official mail will be documented as outlined in chapter 8 of this regulation.

g. All official mail entered into the military postal system by authorized non-DOD agencies and suspected of containing contraband will be forwarded under an indicia label to the appropriate US Customs Service activity in the CTUS for examination, provided it is addressed to a point in the CTUS.

6003. Personal mail. *a.* Military postal and/or customs inspection personnel will conduct a selective inspection of all classes of personal mail to preclude the use of such mail as a means of trafficking contraband. Suspect mail will be treated as outlined in paragraphs 6003c, *d*, and *e* below. (Refer to para 8005 for listing and description of common prohibited/restricted items.)

b. Commanders at all levels will establish continuing information programs to discourage and deter mailing of narcotics, drugs, and other contraband, and will review their procedures to ensure that effective controls are implemented to prevent such use of personal mail.

c. All first class mail (including letters and air-mailed parcels considered first class by reason of postage paid) mailed at military post offices outside the CTUS to points within the CTUS, which are suspected of containing contraband, will be forwarded under an indicia label to the appropriate US Customs Service activity in the CTUS for examination. Such mail may not be opened by military customs or postal officials, regardless of the rationale.

d. All second, third, and fourth class mail suspected of containing contraband will be examined by military postal officials as designated by the respective Service. If, for any reason, military postal officials are unable to make such examinations, they will be made by MCI's. Mail will not be removed from the custody of the military postal officials for the purpose of making these examinations. Bulk mail not inspected/examined at origin will be marked to ensure interdiction and proper inspection/ex-

amination by customs officials in the US at the port of entry. Mail found to contain contraband at military post offices will be reported to the appropriate military authorities for investigation in compliance with procedures prescribed in appropriate Service regulations/directives.

e. Film mailers not being sent to commercial processing laboratories and voice tape cassettes entering the CTUS will be pouched and labeled to the appropriate US Customs activity in the CTUS for inspection.

f. Fluoroscope and other detection equipment will be used by military postal and customs personnel, as directed by the military department which operates the post office.

g. Detector dogs will be used for detection of controlled substances at mail terminals and military post offices, as directed by the appropriate military commander.

h. Military postal clerks will identify every mailer by checking his official permanent identification card (DD Forms 2A, 2AF, 1173, etc.) against the return address entered on each parcel and those letters accepted by the clerks. Military postal clerks will ensure that a legible and complete return address is entered on each parcel (a complete return address consists of full name, grade, military address, and APO/FPO number). Mailers utilizing military postal facilities will sign parcels below the return address at the time of mailing.

i. Military postal clerks will ensure that a person mailing parcels for another individual places his name, grade, and signature below the return address of the actual sender. The identification of the mailer will be verified by checking his/her identification, as specified above.

j. All parcel mail addressed to the CTUS will be routed to US Customs facilities at ports of entry as mail supposed liable to customs inspection or duty.

6004. Customs declaration procedures. *a.* Merchandise mailed as personal mail from overseas military post offices to points within the CTUS

is subject to customs examination. Customs duty and/or revenue tax (hereinafter referred to simply as duty) maybe imposed unless duty-free entry is provided by law. Compliance with customs laws is the responsibility of the individual mailer; however, military postal personnel will ensure that properly completed required customs declaration forms are attached to mail matter when presented for mailing.

b. Letter mail containing merchandise, parcels containing merchandise subject to duty, all film mailers, all voice tape cassettes, and all gift parcels mailed at military post offices outside the CTUS and addressed to points within the CTUS must be accompanied by an authorized customs declaration form. Examples are PS Form 2966 (Customs Declaration) (Tag) (fig. 6-1), PS Form 2966-A (Parcel Post Customs Declaration) (Label) (fig. 6-2), and PS Form 2976 (Customs Declaration to Open International Mail) (fig. 6-3). Declaration forms will be legibly completed in ink or by typewriter. The mailer assumes all responsibility for accuracy of the information entered on the form.

(1) Letters containing merchandise, and parcels mailed as first-class, Will bear a properly completed PS Form 2976 on the address side of the article. Should the sender prefer not to show the nature of the contents on the outside of the first-class article, only the upper part of the form. need be affixed on the outside, and PS Form 2976-A (Customs Declaration) (fig. 6-4) may be enclosed in the letter or parcel.

(2) Parcel post (surface or airmail) and third-class surface parcels will have a properly completed PS Form 2966 or PS Form 2966-A affixed to the address side of the parcel so that the declaration lies flat on the parcel with "List of Contents" side face up.

c. Customs declaration forms must be completed in detail with contents descriptively listed and valued by the mailer. The accepting clerk will check the" form for proper and complete preparation. The declaration will show the following:

(1) Name and address of sender and addressee (applicable to PS Form 2966 and PS Form 2966-A).

(2) Disposition to be made of parcel, if undeliverable as addressed. If an alternate address is given, the sender will also indicate whether he/she wishes to have the parcel returned or treated as abandoned if undeliverable to both the original and alternate addresses.

(3) A complete and accurate description of the contents. For parcels containing more than one article, or articles of different kinds, the exact quantity and value of each kind of article will be stated. It is not necessary to list the actual purchase price of bona fide gift mailings which do not exceed the value limitation (para 6005). It is not sufficient simply. to use such words as "coat" or "stockings ;" instead, the materials of which the articles are composed must be shown, such as "fur coat" or "silk stockings." General terms such as "worn clothing," "groceries," "presents," "merchandise," "samples," and the like will not suffice. If the customs declaration has insufficient space on which to give a complete list of the contents, an additional declaration form may be used, or the list may be placed on the wrapper itself after making reference to the fact on the declaration..

6005. Bona fide gifts not exceeding the value limitation. a. Any person in the CTUS may receive, duty free, unsolicited gifts through the mails from persons in foreign countries provided the recipient does not receive more than \$10 in gift shipments in 1 day (\$20 from the US Virgin Islands, Guam, and American Samoa). Gifts which exceed this retail value limitation will be subject to payment of duty on the entire value by the person receiving the gift in the CTUS. The duty may not be paid in advance by the person mailing the gift. (Alcoholic beverages, cigars, and cigarettes are not included in this exemption, nor any alcoholic perfumes, if valued at more than \$1)."

b. Gifts for several individuals may' be placed inside one parcel and sent to a single addressee, provided— . . .

(1) Each individual package inclosed in the larger parcel is separately wrapped, shows the name and address of the intended recipient, and is endorsed "Bona Fide Gift Not Exceeding \$10 "in value," or similar wording (\$20 for US Virgin Islands, Guam, or American Samoa).

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(2) The outer parcel, containing several individual gift packages, is endorsed on the address side to show the total number of gifts and value information. For example, a large parcel containing three individual gift parcels, each addressed to a separate individual, will be endorsed "Three Bona Fide Gifts Inclosed, Each Not Exceeding \$10 in Value," or similar wording (\$20 for US Virgin Islands, Guam, or American Samoa).

(3) The customs declaration form will be addressed to the person whose name appears on the address side of the outer parcel. The contents will be itemized on the customs declaration form to show the individual recipient of each individual gift inclosed in the whole parcel. This itemization may be shown on PS Form 2976-A and inclosed in the outer parcel when *mailed* as first-class. When only PS Form 2976 is used and sufficient space is not available, contents will be itemized on the parcel itself, with reference to this fact being made on the customs declaration.

(4) A unit of any one item is not split between several recipients to qualify as individual gifts each not in excess of the value limitation, if the unit is intended as a bona fide gift for only one of the recipients. For example, a matching cream, sugar, and tray set cannot be mailed to three individuals, with each unit declared as a separate gift not in excess of the value limitation, if the entire set is **really** intended as a gift for only one of the individuals.

c. It is not necessary to list the actual purchase price of bona fide gift mailings which do not exceed \$10 in value. The endorsement "Bona Fide Gift Not Exceeding \$10 in Value," or similar wording, will be placed on the address side of the parcel and on the customs declaration form in lieu of the value. When PS Form 2976 is used, the endorsement will be on the address side of the parcel in close proximity to the form.

6006. Personal property. Personal property acquired overseas while on extended duty may be imported into the CTUS duty-free (see para 8004 for specific exemptions and requirements). Personal property to be entered into the CTUS

duty-free may be mailed. The address side of parcels containing such items will be endorsed "Free Entry Claimed Under Public Law 89-436, Movement Order Inclosed," or in similar wording. A copy of appropriate PCS orders will be inclosed in the parcel or in an envelope suitably marked "Orders Enclosed" attached thereto.

6007. US merchandise. Articles which are grown, produced, or manufactured in the United States and which, after having been exported, have not been advanced in value or improved in condition may be mailed back into the CTUS free of duty. However, a properly completed customs declaration form must be attached with the words "Returned US Merchandise" written on the customs form.

6008. Collection of customs duty. a. Postal personnel at military post offices located within the CTUS will not deliver to the addressee any mail bearing Customs Form 3419 (Mail Entry) (fig. 6-5) prior to collection of duty by US Customs officials.

b. Mail that may arrive at military post offices located outside the CTUS bearing Customs Form 3419 will be delivered without collection of customs duty. In such cases, Customs Form 3419 will be removed by postal personnel, inclosed "Delivered Outside of the Customs Territory of the United States," and returned to the customs office of origin.

c. Individuals may request information regarding duty collected from the District Director of Customs at the office where charges were imposed. If the desired information cannot be obtained in this manner, further correspondence may be addressed to the Commissioner of Customs, Department of the Treasury, WASH DC 20226.

6009. **Parcels** containing former Government property. Parcels containing legally acquired items of former Government property, with properly completed customs forms attached, should be mailed with a copy of a sales slip or other evidence of personal ownership. This is necessary to preclude confiscation and return of the items to Government control.

PS Form 2966
And 1971

UNITED STATES OF AMERICA
PARCEL POST

CUSTOMS DECLARATION

| QUANTITY | USE INK OR TYPEWRITER ITEMIZED LIST OF CONTENTS | VALUE |
|----------|--|-------|
| | Filled in by sender | |

Insured
No.....

Insured for-
\$ (U. S.).....

Gross Weight (Parcel)
..... lb. oz.

(Date Stamp of Mailing Office)

INSTRUCTIONS GIVEN BY SENDER
TO

Dispositions de l'expéditeur
Sender must check alternative disposition desired.
IF UNDELIVERABLE AS ADDRESSED:
Au cas de non-livraison, le colis doit être:
☐ Return to sender. Return charges guaranteed.
Retourné à l'expéditeur, qui s'engage à payer les
frais de retour.
☐ Forward to: Rexpédié à M.:
☐ Abandon. Abandonné.
Pétitionnaire
(Address of sender—Adresse de l'expéditeur)
(City, State—Ville, Province, Département)

City, Province, State, etc.—Ville, Province,
Département, etc.)
(Country—Pays)
(Sender must comply with U. S. export control regulations.)
(Complete both sides of tag)

City, Province, State, etc.—Ville, Province,
Département, etc.)
(Country—Pays)
(Street and number—Rue et numéro)

Figure 6-1. Customs Declaration (Parcel Post) (PS Form 2966).

THIS LABEL FOR
INTERNATIONAL PARCEL POST
AND FEES
COMPL. AND APPLY
FF BAGKIN
ADDRESS

PARCEL POST CUSTOMS DECLARATION — UNITED STATES OF AMERICA

INSTRUCTIONS GIVEN BY SENDER
Dispositions de l'Expéditeur

If undeliverable as addressed:
An cas de non-livraison:
☐ Return to sender. Return charges guaranteed.
Le colis doit être renvoyé à l'expéditeur, qui s'engage à payer les frais retour.
☐ Forward to. (*Le colis doit être réexpédié à*):

☐ Abandon. (*Abandon du colis.*)

(Sender's Signature—*Signature de l'expéditeur*)

MAILING OFFICE DATE
STAMP

LBS.
OZS.
POSTAGE
\$

QTY

USE INK OR TYPEWRITER
ITEMIZED LIST OF CONTENTS

VALUE
U.S. \$1

ACCEPTING CLERK'S
INITIALS

I INSURED VAL

U.S. \$1

PS Form 2966-A, June 1972

Figure 6-2. Parcel Post Customs Declaration (PS Form 2966-A).

CUSTOMS—DOUANE C 1
May be Officially Opened
(Peut être ouvert d'office)

SEE INSTRUCTIONS ON BACK

Contents in detail:
Désignation détaillée
du contenu:

Mark X here if a gift ()
Il s'agit d'un cadeau
or a sample of merchandise ()
d'un échantillon de marchandises

Value: _____ Weight: _____
Valeur _____ Poids _____
PS Form 2976
July 1971

INSTRUCTIONS

Affix only the upper portion of this label
(cut on dotted line and discard lower
portion) if you do not wish to list the
contents on the wrapper, or in any case
if their value exceeds \$100. When this
is done, enclose in the package a com-
pleted separate declaration (Form 2976-
A) listing contents and value.

The contents of your article, even if a
gift or sample, must be described cor-
rectly and completely. Failure to do so
might delay your article and cause
difficulty for the addressee, or even
result in seizure of the article by the
foreign customs authorities.

LABEL IS GUMMED
MOISTEN AND APPLY

★ GPO: 1971-O-480-784

Figure 6-8. Customs Declaration to Open International Mail (PS Form .S?976).

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DOD 5030.49-R

UNITED STATES OF AMERICA
États-Unis d'Amérique

CUSTOMS DECLARATION
Déclaration en Douane

C 2

BEFORE COMPLETING, READ INSTRUCTIONS ON THE BACK

| | | | | | |
|--|--|---|--------------------------|---|-----------------|
| SENDER'S NAME AND ADDRESS Nom et adresse de l'expéditeur | | SENDER'S REFERENCE NUMBER (If any) Eventuellement numéro de référence & l'expéditeur | | | |
| ADDRESSEE'S NAME AND ADDRESS Nom et adresse du destinataire | | MARK X HERE IF A <input type="checkbox"/> GIFT Cadeau | | Il s'agit d'un <input type="checkbox"/> SAMPLE OF MERCHANDISE Échantillon de marchandises | |
| | | UNDERSIGNED DECLARES THAT THE STATEMENTS HEREIN ARE CORRECT | | | |
| | | PLACE AND DATE Lieu et Date | | | |
| OBSERVATIONS | | SIGNATURE | | COUNTRY OF ORIGIN OF MERCHANDISE Pays d'origine des marchandises | |
| | | COUNTRY OF DESTINATION Pays de destination | | | |
| | | TOTAL GROSS WEIGHT Poids brut total | | lbs. oz. | |
| CONTENTS IN DETAIL Désignation détaillée du contenu | | | TARIFF NO. (If known) | NET WEIGHT Poids Net | VALUE Valeur |
| | | | | LBS. OZ... | |

PS Form 2976-A
Jul. 1971

Figure 6-4. Customs Declaration (PS Form 2976-A).

| | | | | | |
|--|-------------------------------------|-------------------------|-------|-----------------------|--------|
| POSTMASTER: Return this form with remittance to: Regional Commissioner of Customs, Attn: Cashier, New York, N.Y. 10004. SEE INSTRUCTIONS ON REVERSE FOR PROTESTED OR UNDELIVERABLE PARCELS. | DESCRIPTION/IVW/ NO. OF MERCHANDISE | | VALUE | RATE | AMOUNT |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | MAIL ENTRY NO. | | DATE | POSTMASTER COLLECT \$ | |
| | BY | NAME | | | |
| | REG. NO. | STREET | | | |
| NO. OF PACKAGES | CITY-STATE-ZIP CODE | | | | |
| COUNTRY | SENDER | ABOVE ARTICLES RECEIVED | | DATE | |

MAIL ENTRY (Original)
Customs Form 3419 - April 1971
Department of the Treasury
Bureau of Customs

USE BALL POINT PEN. USE HARD SURFACE, PRESS HARD FOR LEGIBILITY ON CARD COPY.

Figure 6-5. Mail Entry (Customs Form 3419).
(A three-part, first original, addressee receipt, and file copy with instructions to the Postmaster on the reverse of the original and a notice to the importer on the reverse of the addressee receipt.)